2002 Project Planning Template – General Directions and Comments

General:

- A project plan should be completed for any project you plan to work on in 2002. This includes projects that are continuing from 2001. (underline)
- Completed project plans will be used to determine whether a proposed project adequately supports our program needs for 2002. Please provide appropriate detail. (underline)
- For projects being continued from 2001, reference the original project number and only list those milestones/target dates that will be completed in 2002 or after.
- The planning template is best viewed in "Page Layout" view (found under *View* menu) with table gridlines hidden (found under *Table* menu).
- Since the template is not protected, users will need to double-click on check boxes to activate/deactivate. After double clicking, select "checked" or "not checked" under the *Default Value* option as appropriate.

Target Dates:

- Target dates should reflect the date that a milestone is anticipated to be **complete**.
- Target dates should be tied to a specific date, not calendar week, (e.g., March 1, 2002).

Publications/Poster Presentations:

- If a poster presentation or manuscript is anticipated during a planned project, it should be captured in the project's 'Deliverables' **and** there should be a corresponding milestone defined in the project plan.
- The target date for publication milestones should reflect the anticipated date of **completion** (e.g., poster presentation date, date of manuscript submission to peer-reviewed journal).

Resources:

- Resource allocation should capture time anticipated on a given project during the 2002 calendar year only.
- Resources listed should be individuals, not groups or departments.
- Individual resource allocation should be defined in total hours.
- The project leader should include his/her time working on the project in the resource allocation.
- It is the project leader's responsibility to let internal resources (WSA, INBIFO) know that they plan to include them as a resource before submitting the project plan for management review.

[☆ critical / priority; secondary only if p.l has no publications]

[Please read attachment carefully. If you have any questions, please call me at 4-3906)

10-16-01

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